

**MINUTES OF THE CITY COMMISSION MEETING
MONDAY, AUGUST 25, 2014**

The City of Leesburg Commission held a regular meeting Monday, August 25, 2014, in the Commission Chambers at City Hall. Mayor Christian called the meeting to order at 5:30 p.m. with the following members present:

Commissioner Elise Dennison
Commissioner Jay Hurley
Commissioner David Knowles
Commissioner Bill Polk
Mayor John Christian

Also present were City Manager (CM) Al Minner, City Clerk (CC) Betty Richardson, City Attorney (CA) Fred Morrison, Deputy City Clerk (DCC) Andi Purvis, the news media, and others.

Pernell Mitchell gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PROCLAMATIONS: None

PRESENTATIONS:

SWEARING IN OF NEW LEESBURG POLICE CHIEF

City Clerk Betty Richardson swore in Rob Hicks as Leesburg's new Police Chief. Mayor Christian stated it is his honor to pin the badge on the new Police Chief Rob Hicks.

Chief Hicks thanked the Commission and CM Minner for giving him the opportunity to lead the Police Department. He also thanked the community for allowing him to serve as their Police Chief and last, but not least, he thanked the men and women of the Leesburg Police Department who do a very difficult and challenging job.

MISS LEESBURG WINNERS FOR 2014

Mayor Christian introduced, read, and presented certificates to the Miss Leesburg winners for 2014.

MISS LEESBURG - EMILY PELTON; TEEN MISS LEESBURG - SAVANNAH ZUK;
JUNIOR MISS LEESBURG - AINSLEY FARFAGLIA; LITTLE MISS LEESBURG -
ELLA UGARTE; TINY MISS LEESBURG - ALEXIS DELAND

Linda Watts stated this is their twenty-eighth year and thanked Leesburg all its support. Mayor Christian thanked her for all her hard work.

VENETIAN GARDENS PHASE I – UPDATE – ACTION PLAN

CM Minner stated Mr. Greg Miller approached the Commission at its last meeting requesting a potential purchase of his property on Second Street. The City is in the process of putting together the Venetian Gardens plan, developing the budget, and the Commission has tasked him with an examination of what other potential properties may

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be needed for the plan. Greg Beliveau, with LPG, is finishing the final report for the Commission's approval. CM Minner thinks there are four major elements identified in the draft plan: Kids Korner, Community Aquatic Center, Community Center, and a Downtown / Venetian Gardens connection. The next step is putting the plan into action with Phase 1, Kids Korner, making it the center anchor in its present location with conditions. These would include estimates for purchase of the west corner apartments, \$500,000; parking lot, \$200,000; Kids Korner playground, grants and citizen participation; Splash pad, \$300,000; decorative fencing along Dixie Avenue, \$75,000; Fountain refurbishments, \$75,000; New Pavilion, \$40,000; and Signage, \$30,000; for an approximate total for \$1,220,000.

Phase II, the Community Aquatic Center (competition pool, diving and other amenities, like a zero entry pool) will require examination of potential purchasing of parcels north of Dixie Avenue. Staff thinks key parcels to redeveloping this area are the five lots along Dixie Avenue, between 2nd Street and Palmetto Street, along with Mr. Miller's property and the Railroad property, which may have some contamination issues. Putting the parcels together would be the area staff thinks will work for an aquatic facility which could link Venetian Gardens to downtown. The City has been approached by a realtor to purchase the lots.. Lots one and two go together for \$150,000; Lot three is \$74,900; Lot four is not listed at this time, staff thinks an estimated value is \$82,600; and Lot five is \$22,500, which is an empty lot. For Mr. Miller's parcel, an estimated value is \$90,000. In total land purchases and relocations to clear all the property, the City is looking at six lot procurements of approximately \$420,000 and then will need to relocate the communication and public works facilities, and the Lakefront TV station. Total expenditure for purchases, demolitions, and relocation of facilities will be approximately \$5,500,000.

CM Minner stated the Action Plan is consistent with the Master Plan; Addresses all major elements of the Master Plan; Addresses the Commission concerns; Funding available for Phase 1 and Phase 2(a); and has immediate impact.

Commissioner Dennison stated at a conference last week, she spoke with an engineering company who helps with brownfields and also obtains grants from the government and will provide this information to the City Manager. She asked if any PERK tests have been done on the new location to make sure the land can handle an Olympic size pool. CM Minner stated no, but contingencies will be made in the purchase agreements.

Mayor Christian asked if there are buildings on lots one and two. CM Minner stated lots one, two and four have structures. Commissioner Polk stated there are two houses and one business. Commissioner Hurley asked if they could be turned into revenue while the City waits to process Phase 2, by turning them into rental properties. Commissioner Knowles stated the market is low, these properties could be purchased now at reduced prices, and he sees this as a step in the right direction.

After much discussion, the Commission recommended to start Phase 1 and to explore other avenues to potentially start Phase 2.

Mayor Christian asked for public comments.

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Greg Miller, Second Street property owner, stated he understands the dilemma the Commission is working with, but thinks the \$90,000 offer is very low. He spent the weekend reviewing prices and stated they are looking for around \$130,000.

Bennett Walling stated he is excited about Phase 2, as it will be a corridor from Main Street to Dixie Avenue; simple way to make the downtown Venetian Gardens connection.

Dan Robuck stated he does not think CRA funds can be used for a new pool or community building as they benefit the whole City. He urged the Commission not to lose sight that commercial uses will generate money for the City.

CONSENT AGENDA:

Items pulled for discussion:

4.C.4 - lease agreement between Greg T. Chen owner of Mayflower Personal Care, LLC and the City of Leesburg for space at the Leesburg Business Incubator

4.C.5 - lease agreement between Wandretta L. Dudley, owner of Love Thy Neighbor, Inc., and the City of Leesburg for space at the Leesburg Business Incubator

Commissioner Knowles moved to adopt the Consent Agenda except for 4.C.4 and 4.C.5 and Commissioner Dennison seconded the motion.

The roll call vote was:

Commissioner Dennison	Yes
Commissioner Knowles	Yes
Commissioner Hurley	Yes
Commissioner Polk	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the Consent Agenda, as follows:

CITY COMMISSION MEETING MINUTES:

Regular meeting held July 28, 2014

Regular meeting held August 11, 2014

PURCHASING ITEMS:

Purchase request by the Gas Department for commercial meter parts to enable Automated Meter Reading (AMR) to Precision Meter in the amount of \$33,480.00.

RESOLUTION 9439

Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute the Eleventh Amendment to the Depository Trust Agreement with Sun Trust Bank.

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RESOLUTION 9440

Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute an agreement with Lake County, Florida to be a major sponsor of the Wings and Wildflowers Festival.

RESOLUTION 9441

Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a construction services agreement with Beesley Construction Co. LLC for the Hood Street Water Main Upgrade project for \$33,320.00.

ADOPTED RESOLUTION 9442 AUTHORIZING EXECUTION OF A LEASE AGREEMENT BETWEEN GREG T. CHEN OWNER OF MAYFLOWER PERSONAL CARE, LLC AND THE CITY OF LEESBURG

Commissioner Hurley introduced the resolution to be read by title only. CC Richardson read the resolution by title only, as follows:

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE A LEASE AGREEMENT BETWEEN GREG T.
CHEN OWNER OF MAYFLOWER PERSONAL CARE, LLC AND
THE CITY OF LEESBURG, AND PROVIDING AN EFFECTIVE
DATE

Commissioner Polk moved to adopt the resolution and Commissioner Hurley seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Polk asked how long City leases usually are and if the \$17,400 is for the total lease, what is the monthly charge. Economic Development Director (EDD) Ken Thomas stated the leases have been fluctuating between three and five years. The inside space is rented for \$250 a month and the window space is \$300 a month and the payments go up \$50 every year.

Commissioner Polk asked where the equipment will be kept and the company vehicles. EDD Thomas stated they do not do actual housekeeping and introduced Mr. Chen to explain his operation.

Mr. Greg T. Chen, owner, stated they are a staffing agency for homemaker companions. Staff takes care of seniors who want to live independently in their own home; it is a non-medical service. The homemaker companion goes to the homes, evaluates the client needs, either mobility care, light housekeeping, or light meal preparations. Most companions have their own vehicles so they are no cleaning vehicles parked at the facility. The clients provide most equipment for any light housekeeping needed.

Commissioner Dennison asked if Mr. Chen plan on getting a state or county license to do this work. Mr. Chen stated they are licensed by AHCA, Agency for Health Care

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Administration, and hopes as the business grows to obtain a home health license to expand services to include home health care.

Commissioner Dennison asked if these individuals will be bonded and if he has insurance. Mr. Chen stated he does have insurance and it is up to the homemaker companions to bond themselves.

The roll call vote was:

Commissioner Knowles	Yes
Commissioner Hurley	Yes
Commissioner Polk	Yes
Commissioner Dennison	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the resolution.

ADOPTED RESOLUTION 9443 AUTHORIZING EXECUTING A LEASE AGREEMENT BETWEEN WANDRETTA L. DUDLEY, OWNER OF LOVE THY NEIGHBOR, INC., AND THE CITY OF LEESBURG

Commissioner Polk introduced the resolution to be read by title only. CC Richardson read the resolution by title only, as follows:

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A LEASE AGREEMENT BETWEEN WANDRETTA L. DUDLEY, OWNER OF LOVE THY NEIGHBOR, INC., AND THE CITY OF LEESBURG FOR LEASING SPACE AT THE LEESBURG BUSINESS INCUBATOR, AND PROVIDING AN EFFECTIVE DATE

Commissioner Hurley moved to adopt the resolution and Commissioner Dennison seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Polk asked why if this person has been in business for eight years she is now coming to the incubator. EDD Thomas stated Love Thy Neighbor is a new operation for Ms. Dudley; it is personal care assistance.

Commissioner Polk asked if both businesses will be in the incubator. EDD Thomas stated no, Ms. Dudley was giving her experience on her other operation. For this new business she needs space, assistance, and guidance to get the operation moving.

Commissioner Polk asked how the City helps these new businesses. EDD Thomas stated they are provided office and meeting space for their business operation. Often times, they do not have an office and are operating out of their house so this will bring a home operation to a bona fide business operation location.

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Commissioner Polk asked what else the City provides other than square foot office space. EDD Thomas stated the City is partnered with the University of Central Florida (UCF) who provides the business technical assistance for help in marketing, accounting services, and employability. The UCF management group provides this opportunity and also gives them leads on other opportunities for the business to be able to generate more revenue. The concept of the business incubator is to bring in new businesses, help and guide them for a period of time to grow their business and hopefully after three or four years, they are ready to move out to their own space. EDD Thomas stated to date, Leesburg has had fourteen companies move through the incubator.

The roll call vote was:

Commissioner Hurley	Yes
Commissioner Polk	Yes
Commissioner Dennison	Yes
Commissioner Knowles	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the resolution.

ADOPTED ORDINANCE 14-28 AMENDING THE FISCAL YEAR 2013-14 BUDGET FOR THE THIRD QUARTER

City Clerk Richardson read the ordinance by title only, as follows:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, AMENDING THE FISCAL YEAR 2013-14
BUDGET FOR THE GENERAL, AND CAPITAL PROJECTS FUNDS
FOR THE THIRD QUARTER; AND PROVIDING AN EFFECTIVE
DATE

Commissioner Knowles moved to adopt the ordinance and Commissioner Hurley seconded the motion.

Mayor Christian requested comments from the Commission and audience. There were none.

The roll call vote was:

Commissioner Polk	Yes
Commissioner Dennison	Yes
Commissioner Knowles	Yes
Commissioner Hurley	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the ordinance.

ADOPTED RESOLUTION 9444 AUTHORIZING AN OFFER OF A ONE-TIME WINDOW OF EXPANDED RETIREE HEALTH INSURANCE ELIGIBILITY TO EMPLOYEES ELIGIBLE FOR EARLY RETIREMENT

Commissioner Polk introduced the resolution to be read by title only. CC Richardson read the resolution by title only, as follows:

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AMENDING RESOLUTION NO. 9409 WHICH AUTHORIZED AN OFFER OF A ONE-TIME WINDOW OF EXPANDED RETIREE HEALTH INSURANCE ELIGIBILITY TO EMPLOYEES ELIGIBLE FOR EARLY RETIREMENT, TO EXTEND THE DATE BY WHICH AN EMPLOYEE MAY RETIRE IN ORDER TO TAKE ADVANTAGE OF THE EXPANDED ELIGIBILITY; AND PROVIDING AN EFFECTIVE DATE

Commissioner Polk moved to adopt the resolution and Commissioner Dennison seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Hurley asked if anyone will take advantage of this offer and Chief Johnson stated he believes they will; one just needed more time to discuss with their family.

The roll call vote was:

Commissioner Dennison	Yes
Commissioner Knowles	Yes
Commissioner Hurley	Yes
Commissioner Polk	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the resolution.

ADOPTED RESOLUTION 9445 DESIGNATING A PORTION OF STATE ROAD AS STAFF SERGEANT MICHAEL A. BOCK MEMORIAL HIGHWAY

Commissioner Knowles introduced the resolution to be read by title only. CC Richardson read the resolution by title only, as follows:

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, RECOGNIZING THE PASSAGE OF CHAP. 2014 - 228, LAWS OF FLORIDA, WHICH DESIGNATED A PORTION OF STATE ROAD 44 WITHIN THE CITY OF LEESBURG AS "STAFF SERGEANT MICHAEL A. BOCK MEMORIAL HIGHWAY;" ADOPTING SUCH DESIGNATION; AND REQUESTING THAT THE FLORIDA DEPARTMENT OF TRANSPORTATION ERECT SUITABLE

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MARKERS INFORMING THE PUBLIC OF SUCH DESIGNATION; AND PROVIDING AN EFFECTIVE DATE

Commissioner Dennison moved to adopt the resolution and Commissioner Knowles seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Knowles stated his son attended high school with Michael Bock and it is wonderful to honor a soldier.

Public Works Director (PWD) DC Maudlin read a portion of the agenda item for the public:

Michael A. Bock grew up in Springfield, Nebraska. He attended Elkhorn Mount High School for two years where he played football and soccer. It was there he met his future wife, Tiffany. He moved to Leesburg with his family in 2000, but he kept in touch with Tiffany. He played wide receiver and defensive back on the Leesburg High School football team during the 2000 and 2001 school years and graduated from Leesburg High School in 2002. In July 2002, he enlisted in the Marine Corps and in 2003 married his high school sweet heart, Tiffany.

During his eight years in the Marine Corps, Staff Sergeant Bock earned a long list of awards including the Purple Heart, for wounds received in combat, the Navy and Marine Corps Achievement Medal, the Humanitarian Service Medal for helping victims of the 2004 earthquake and tsunami in Indonesia, and multiple Combat Action Ribbons. Staff Sergeant Michael Bock was posthumously awarded the Silver Star, our Nation's third highest award for valor in combat. He is survived by his wife Tiffany and son Zander.

The roll call vote was:

Commissioner Knowles	Yes
Commissioner Hurley	Yes
Commissioner Polk	Yes
Commissioner Dennison	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the resolution.

INFORMATIONAL REPORTS:

Miscellaneous Accounts Receivable Customers with City Attorney

Expected Write-offs as of June 2014

Report of Receipts and Disbursements by Fund June 2014

City Manager Contingency Fund

CITY ATTORNEY ITEMS: Nothing

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CITY MANAGER ITEMS:

CM Minner stated Tuesday is Electric Lineman appreciation day.

CM Minner stated one issue the Commission tasked him with is trying to improve the City's Customer Service issues of being friendly and responsive. One way to approach this is a bit outside of the box, but he and HR Director Jakki Perry have come into contact with Ruby Newell-Legner, a trainer from Seven Star Services, who was referred by the Chamber of Commerce. Mrs. Newell-Legner has worked with about 350 municipalities, 27 professional sports teams, 19 theme parks in the US, the NFL and the Super Bowl, the US Tennis Open, and has directed some customer service operations at some Seven Star Hotels in the Middle East. CM Minner stated he would like Mrs. Newell-Legner's help with some work flow designs, system break downs with the telephones, smart grid, and the in person payment process. She will be able to help by a) being an outside set of eyes to examine operations, and b) interview existing staff to work the problems from inside and out, to see what the front line views as some of the City problems. Mrs. Newell-Legner has been a preliminary secret shopper, she went through our Customer Service without anyone knowing, and provided feedback. CM Minner would like to execute a contract with her for \$16,000, which is below the City Manager procurement level, but before executing a contract, wanted the Commission's conditional approval. There is money in this FY budget for \$6,000, and then \$10,000 in next FY budget. He stated this is a little more than he wants to spend, but thinks it is a good opportunity to have really good training for our employees and to bring in a quality person to examine our services.

Commissioner Polk moved to approve City Manager's recommendation for a Customer Service trainer and Commissioner Knowles seconded the motion.

Commissioner Knowles stated knowing how to deal with customers is key to keeping them happy and thinks this is a wonderful idea.

Mayor Christian stated his only concern is when she speaks to the employees, they must be assured the information given will not be used to retaliate against them.

Commissioner Hurley asked if the City does not have the in house ability to handle this. CM Minner stated not at this level.

The roll call vote was:

Commissioner Hurley	Yes
Commissioner Polk	Yes
Commissioner Dennison	Yes
Commissioner Knowles	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the ordinance.

PUBLIC COMMENTS:

Don Lukich complimented the City Manager and Commission for promoting staff from within, what great business decisions, and for the morale of the City employees.

Patricia Lee stated she appreciates Commissioner Polk for giving her the opportunity to speak with him on some things and thinks he understood her. She stated not to embarrass him, but because of that, she considers him a friend. She appreciates people who will put their personal differences aside and work with others.

Pernell Mitchell applauded the Commission for participating in the education summit and thanked Mayor Christian for organizing the meeting. He stated this is only the beginning and challenged everyone to look at our schools for improvements, as schools are good for the economy.

ROLL CALL:

Commissioner Dennison congratulated the new Police Chief, Rob Hicks. She agrees with Mr. Lukich, Leesburg has talent and she is glad our employees have stayed. She thanked PWD Maudlin for his work with FEMA for the City to receive clean up reimbursement funds and also for moving the fire plug.

Commission Knowles stated he is very excited to see the Venetian Gardens projects moving forward; the challenging part is to find the funding. Having recreational activities in Venetian Gardens next to businesses is a positive aspect. He stated the City Manager is very creative and his suggestions are good.

Commissioner Hurley thanked the City Manager and staff for tonight's presentation. He stated it is easy to get behind and support projects when you can see what is presented. He stated he and Commissioner Dennison attended the Florida League of Cities conference last week. Commissioner Hurley also congratulated Chief Hicks.

Commissioner Polk agreed with Mr. Lukich, stating he is also glad the City can promote from within. Leesburg is very fortunate everyone stayed during the hard times. He stated it is great to honor Sergeant Bock and he remembers his father was here when the Veterans were trying to get the memorial built. Commissioner Polk took the ALS ice bucket challenge and challenged all the Commissioners.

Mayor Christian stated he is glad to see two new businesses opening in Leesburg; it is great to see people coming to our city. He had a meeting with Chief Hicks on plans for the City regarding code enforcement issues. On Beecher Street, he saw apartments with no doors and broken out windows, called the City Manager, and Chief Hicks had the apartments boarded up the next day. Mayor Christian commended staff for a great job. He stated he feels it is the City's obligation and responsibility to keep Leesburg neighborhoods safe and thinks the City should charge property owners when City staff has to keep their property maintained. He will continue to take and send code violation pictures to the City Manager.

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ADJOURN:

Commissioner Knowles moved to adjourn the meeting and Commissioner seconded the motion. The meeting adjourned at 6:52 p.m.

Mayor

ATTEST:

Betty M. Richardson
City Clerk

J. Andi Purvis
Recorder